Research & Sponsored Programs

Fall 2025 Calendar - rsp.uni.edu/training-and-events

Signature Events

Celebration of Research and Scholarship
Tues, Sept. 23, 2025, 3-4:30 pm | Maucker Union Ballroom A

This annual reception recognizes all of the faculty, staff, administrators, and support staff who contributed to seeking and receiving external funding from FY 2024-2025. Associate VP for Strategic Initiatives & Dean of GROE Stephanie Huffman and others will provide remarks. Refreshments are served. No registration necessary - all are welcome.

Scholar Connexus
Wed, Oct. 15, 2025, 3-4:30 pm | Maucker Union Ballroom AB
Register at rsp.uni.edu/connexus-registration

The annual Scholar Connexus is an opportunity to network with UNI colleagues, identify new research collaborators, share ideas and expertise, and meet new people with similar interests in a fun, informal environment. Registration is required in order to facilitate the matching of individuals for paired conversations. Refreshments are served. For inquiries or more information, please contact Rebecca Rinehart at rebecca.rinehart@uni.edu.

Fall Training & Events

Beyond Grants: Understanding Contracts as a Source of External Funding
Thurs, Nov. 6, 2025, 1-2 pm | Rod Library 301 - ScholarSpace

Current uncertainty in the grant funding landscape means that contracting may become an increasingly important avenue for external funding. Come learn about the basics of contracting and how it differs from grant seeking from RSP and a panel of faculty and staff with experience in both grants and contracts. No registration necessary.

IRB Training Certification - The CITI Program
Access link available at rsp.uni.edu/irb-training

RSP offers certification for IRB training through an online course in Human Subjects Protections hosted by the Collaborative Institutional Training Initiative (CITI), based at the University of Miami. This program offers online courses that can be accessed by anyone affiliated with UNI. The tutorial takes an average of 2-3 hours and fulfills the UNI IRB training requirement to participate in human subjects research.

Responsible Conduct of Research Training - The CITI Program
Access link available at rsp.uni.edu/responsible-conduct-research

Securing your Responsible Conduct of Research Training is an important part of building your foundation as a researcher. This course, offered through CITI, will help you understand the basics of RCR while also meeting requirements set forth by certain sponsored programs including the National Science Foundation, National Institute of Health, or National Institute of Food and Agriculture. Your RCR training is valid for three years.

UNI
University of
Northern Iowa.
College of Graduate,
Research & Online
Education

UNI / University of Northern Iowa.
Office of Research & Sponsored Programs

Grants & Contracts Training

Account Reconciliation

This session will teach you a method of reconciling your grant accounts on a monthly basis. Relevant for support staff but Principal Investigators/Project Directors are welcome.

Fri, Sept. 12 - 2-3 pm | Zoom - register here
Thurs, Oct. 9 - 2-3 pm | Zoom - register here
Fri, Nov. 7 - 2-3 pm | Zoom - register here
Thurs, Dec. 11 - 2-3 pm | Zoom - register here
Fri, Jan. 9 - 2-3 pm | Zoom - register here

Budgeting

An accurate budget is critical to obtaining and successfully managing external funding. This session will provide an overview of the conceptual and technical components of good budgets.

Thurs, Oct. 16 - 1-2 pm | Zoom - register here

Cayuse Sponsored Projects

Learn how to route grant and contract proposals for approval in Cayuse Sponsored Projects (the replacement for the PRAF). This training will also demonstrate the approval process and the ability to view all your proposals and awards in Cayuse. Relevant for Principal Investigators / Project Directors, department heads and other administrators, and support staff who work with external funding.

Wed, Nov. 12 - 1-2 pm | Zoom - register here

Cost Share

Cost-share, match, in-kind dollars, leveraged funds...what is it really, and how should it be handled in a proposal? This session will provide a detailed look at what is and isn't cost share.

Wed, Sept. 10 - 2-3 pm | Zoom - register here
Tues, Oct. 7 - 10-11 am | Zoom - register here
Wed, Nov. 5 - 2-3 pm | Zoom - register here

Cost Share Reporting

Learn how to report cost-share at UNI, complete the cost-share certification worksheet, and determine the cost-share effort percentage. This session will demonstrate how to complete all the necessary forms to report cost-sharing for your sponsored projects.

Tues, Aug. 12 - 2-3 pm | Zoom - register here
Wed, Sept. 17 - 2-3 pm | Zoom - register here
Tues, Oct. 14 - 2-3 pm | Zoom - register here
Wed, Nov. 12 - 2-3 pm | Zoom - register here
Tues, Dec. 9 - 2-3 pm | Zoom - register here
Wed, Jan. 14 - 2-3 pm | Zoom - register here

Grants & Contracts Training

Cost Transfers

What are they, and what's the big deal? This training forum will provide a detailed look at cost transfers including journal entries, labor distribution adjustments, and other issues.

Wed, Oct. 8 - 2-3 pm | Zoom - register here
Thurs, Nov. 6 - 2-3 pm | Zoom - register here

Final Accounting

Final accounting is the financial reconciliation of your sponsored project, which helps you take a "final look" at your project and all the expenses related to your project.

Wed, Aug. 6 - 2-3 pm | Zoom - register here
Tues, Sept. 2 - 2-3 pm | Zoom - register here
Wed, Oct. 8 - 2-3 pm | Zoom - register here
Tues, Nov. 4 - 2-3 pm | Zoom - register here
Wed, Dec. 3 - 2-3 pm | Zoom - register here
Tues, Jan. 6 - 2-3 pm | Zoom - register here

Outgoing Subawards and Subcontracts

This session focuses on an overview of subawards and subcontracts – their elements and when to utilize a subaward versus a subcontract (preaward) and once you've received the prime award (postaward) – roles & responsibilities, subaward invoice approval, subrecipient monitoring, and subaward amendments.

Wed, Oct. 22 - 10-11 am | Zoom - register here

Postaward Project Management

You've been funded – now what? This session will cover all aspects of postaward project management, and the paperwork needed, from project start until project end.

Fri, Sept. 19 - 1-2 pm | Zoom - register here
Fri, Nov. 7 - 1-2 pm | Zoom - register here

UNI Works for Grant Principal Investigators

Learn to navigate and manages UNI Works for grants. Learn about what to look for when approving financial and HR transactions when using grant accounts. Attendees will also learn how and when to delegate responsibilities for a grant.

Tues, Sept. 16 - 2-3 pm | Zoom - register here
Mon, Oct. 13 - 2-3 pm | Zoom - register here
Tues, Nov. 11 - 2-3 pm | Zoom - register here
Mon, Dec. 8 - 2-3 pm | Zoom - register here
Tues, Jan. 12 - 2-3 pm | Zoom - register here